

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.			Agency Number	
CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION <input checked="" type="checkbox"/> UNCLASSIFIED				
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>				
1. Agency Name Department for Children and Families		9. Position No. K0230380	10. Budget Program Number 6291200100/01033	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Executive II	
3. Division Operations			12. Proposed Class Title	
4. Section Office of Financial Management		For  Use  By  Personnel  Office	13. Allocation	
5. Unit Budget Unit			14. Effective Date	
6. Location (address where employee works)  City: Topeka County: Shawnee			15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. X %			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	
<b>PART II - To be completed by department head, personnel office or supervisor of the position.</b>				

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

N/A

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
David Beukelman	Budget Manager, Office of Financial Management	K0227564

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
David Beukelman	Budget Manager, Office of Financial Management	K0227564

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) This position requires the ability to determine, plan, and carry out assignments with little supervision.
- b) The employee is responsible for insuring the assigned program areas have an adequate budget, changes and issues are understood by the Director and program staff, and that the Division's expenditures do not exceed the approved budget without a plan approved by the Budget Manager.
- c) Assignments are made by stating the outcome needed and the employee is responsible for determining how those outcomes can be reached. The Analyst is responsible to know the budget process and timeline and complete work within the schedule.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strength and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
40%	E	<p><b><u>PREPARE BUDGETS FOR THE PREVENTION AND PROTECTION SERVICES (PPS) &amp; OTHER DIVISIONS AS ASSIGNED</u></b></p> <p>Provides guidance and preparation of the budget for the assigned Divisions.</p> <ul style="list-style-type: none"> <li>a) Works with the Director and Program staff to determine all budget needs.</li> <li>b) Develops a base budget for each assigned division.</li> <li>c) Completes reduced resource budgets and supplemental and enhancement budgets.</li> <li>d) Develops the budget narratives according to the Agency format.</li> <li>e) Assist in development of applicable performance and outcome measures, and fiscal sections of the budget.</li> <li>f) Develop and manages allocations of State General Fund, Fee Fund, and limited Federal Funds to guide development of the budget. Adjust fund allocations as necessary based on outcomes of budget appeals.</li> <li>g) Reallocate funds and other resources throughout the year as necessary to maintain budget objectives.</li> <li>h) Budgets, tracks and monitors positions, caseloads, and OOE so properly budgeted.</li> </ul> <p>Advise Budget Manager on issues within the Division</p> <ul style="list-style-type: none"> <li>a) Mediate divisional budget problems and coordinate Agency solutions.</li> <li>b) Ensure uniformity in budget decision making with other Divisions.</li> <li>c) Recommend priority on program budget requests.</li> <li>d) Coordinate fiscal issues with other Division when needed.</li> <li>e) Be a strong DCF Budget advocate with Division of Budget, Legislative Research, and the Legislature.</li> </ul> <p>Prepare all needed schedules during year to manage budget decisions.</p> <ul style="list-style-type: none"> <li>a) Provide regular reports to Division managers as needed.</li> <li>b) Provide information for Executive Committee on budgetary issues.</li> <li>c) Prepare and respond to DoB and KLRD requests for information.</li> <li>d) Provide ad hoc budget information as needed.</li> <li>e) Inform Division on Governor's budget, Division of Budget, and Legislative changes.</li> </ul> <p>Integrate all the Division budgets into the state budget system (IBARS)</p> <ul style="list-style-type: none"> <li>a) Budget by program and fund to ensure compliance with the Governor's budget allocations, Legislative appropriations, Federal mandates, Agency guidelines.</li> <li>b) Assist in compiling all budget documents into the single agency document.</li> </ul>

		c) Assist in preparing final agency summary reports to summarize expenditures by program, expenditure type, funding source, and receipts estimates. d) Review and analyze agency budget for consistency with agency's mission, vision, and goals. e) Ensure the budget submitted reflects Executive Committee priorities.
20%	E	<b><u>RESPOND TO ON-GOING REQUESTS FOR BUDGET DATA AND ADJUSTMENTS</u></b> a) Examine, evaluate, coordinate, prioritize, and recommend Governor's Budget Amendments, appeals, and Legislative budget reductions. b) Examine, evaluate, and prepare responses to Legislative requests. c) Provide necessary data for Legislative committees as requested. d) Track Legislative and Division of Budget adjustments. e) Prepare and evaluate the development of fiscal notes within assigned Division. f) Provide accounting system information as needed.
20%	E	<b><u>ON-GOING MONITORING OF EXPENSES AND REVENUES</u></b> a) Prepare, analyze, and evaluate financial reports that compare expenditures and encumbrances to budget limitations. The analysis includes recommendations to the Budget Manager and Program Director to minimize or eliminate potential financial problems at the earliest possible date. b) Examine, analyze, and evaluate monthly expenditures compared to agency estimates. c) Meet with Program Directors and provide updates on a regular basis. d) Oversee fund balances for Division. e) Complete revenue estimates of funds utilized in the Division. f) Examine and evaluate funds to ensure compliance with limits and law. g) Establish and monitor state accounting codes to meet Division of Budget and Accounts and Reports standards. h) Prepare monthly caseload estimates for programs needed. i) Prepare Consensus Caseload Estimates and schedules.
20%	E	<b><u>FISCAL COORDINATION FOR PPS &amp; OTHER DIVISIONS AS ASSIGNED</u></b> a) Provide fiscal advice and information to Program area as needed. b) Assist in grant and contract development and monitoring. c) Provide financial reports and information to program to assist in daily operations. d) Assist in proposed policy decisions and policy revisions. e) Provide any needed fiscal training to program areas as requested.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.  
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.  
☐ Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.  
☒ Major program failure, major property loss, or serious injury or incapacitation.  
☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Errors by an employee in this position could result in agency fiscal crisis and loss of services. Consequences of actions or decisions at this level are significant as the work is relied on for management decision and errors difficult to detect.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position requires daily contact with other individuals within OFM, program areas, and outside of the agency. Outside agencies can include federal staff, provider staff, Division of Budget, Legislative Research, and other state agencies to discuss and/or negotiate the agency's position on issues. Employee must maintain goodwill, gain cooperation, or reach compromises when the information is controversial. Such contact requires extensive communication skills.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment is quite stressful. Often advice on critical information on multi-million dollar issues will be sought by the Executive committee, the Legislature, or the Governor's office without sufficient time to thoroughly research the matter. Time is of the essence under such conditions and the financial risks are often great.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone – daily

Personal computer- daily

Photocopier – daily

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

None

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Licenses, certificates and registrations

None

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Special knowledge, skills and abilities

Strong analytic experience

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Experience - length in years and kind

Bachelor's degree in accounting, business (or business related field), or mathematics.  
Budget, accounting, business management, or analytic experience.  
3 years of budget, accounting, or analytic experience

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date

